

**DISCLOSURE OF INTEREST****Section A – General Information**

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
                     Last                                      First                                      M.I.

Bureau: \_\_\_\_\_ Division: \_\_\_\_\_

Civil Service Class / Level: \_\_\_\_\_

Working Title of Position: \_\_\_\_\_

Name / Title of Immediate Supervisor: \_\_\_\_\_

Designation of Position Responsibilities (Check where appropriate):

Auditing Responsibilities

Enforcement Responsibilities

Purchasing Responsibilities

Contracting Responsibilities

Examination Responsibilities

Regulatory Responsibilities

**Section B -- Disclaimer**

I have received and read a copy of the Department of Labor & Economic Growth Code of Ethics. I have no personal or financial interests nor does any member of my immediate family have such interests in any business or entity for which my responsibilities as an employee of the Department of Labor & Economic Growth might conflict.

I certify that the above answers are accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C – Disclosure of Interest**

Nature of Interest(s):

How and When was Interest Acquired:

Amount or Extent of Interest:

I have received and read a copy of the Department of Labor & Economic Growth Code of Ethics. I certify that the above answers are accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bureau Remarks:**

**Approved:** (Use only when Section C is completed.)

\_\_\_\_\_  
Bureau Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OHR Director

\_\_\_\_\_  
Date

## **Instructions for Completing Disclosure of Interest Form**

### **If there are NO disclosures to be reported:**

1. Complete Section A – General Information
2. Complete Section B – Disclaimer. Sign form and send to Department of Labor & Economic Growth, Human Resources

### **If there are disclosures to be reported:**

1. Complete Section A – General Information
2. Complete Section C – Disclosure of Interest. Sign form and send to Bureau Director for approval. Bureau Director forwards to Department of Labor & Economic Growth, Office of Human Resources for approval.